2004-2005 CPHP Exemplar Group Charter
Train-the-Trainer Programs for Preparedness Education

PURPOSE

The purpose of the Centers for Public Health Preparedness (CPHP) Train-the-Trainer Group is to produce a toolkit that describes the current such programs within the CPHP network, and shares and discusses lessons learned. The toolkit will be designed to assist national, state and local partners in planning and implementing Train-the-Trainer programs for the enhancement of national preparedness.

MEMBERSHIP

General Membership

The membership of the Train-the-Trainer Exemplar Group is comprised of subject matter experts and other designated representatives of the CPHP network, CDC and ASPH:

Harvard	Gary Moore	gmoore@schoolph.umass.edu
	Rebecca Orfaly	rorfaly@hsph.harvard.edu
	Nannette Bailey	nbailey@hsph.harvard.edu
Iowa State	Gayle Brown	gbbrown@iastate.edu
NYU	Elizabeth Kachur	mededdev@earthlink.net
	Mack Lipkin	mack.lipkin@med.nyu.edu
OSU	Joanne Pearsol	pearsol.3@osu.edu
	Linda Razzini	Razzini.1@osu.edu
Tulane	Laurita Santacaterina	lsantaca@tulane.edu
UAB	Penny Whiteside	whiteside@uab.edu
Berkeley	Christine Siador	csiador@berkeley.edu
	Mikael Wagner	mikaelwagner@berkeley.edu
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UCLA	Alina Dorian	adorian@ucla.edu
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Louisville	Gina Wesley	gcwesl01@gwise.lousiville.edu

Joan Cioffi   Subject Matter Expert, CDC   vzc1@cdc.gov
Andrea Young   Subject Matter Expert, CDC   acy2@cdc.gov
Beth Rada   Coordinator, ASPH   brada@asph.org

These members are responsible for disseminating information from workgroup session to others within their Centers.

Leadership

As determined by the membership of the exemplar group, the following member(s) will serve as the primary points of contact and leadership for the exemplar group.

- Elizabeth Kachur, New York University
- Penny Whiteside, University of Alabama at Birmingham

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The exemplar group leadership members will be responsible for finalizing the group's charter, and other core activities necessary to keep the group on task and deadline. At some point subgroups may be formed to complete specific tasks. The leadership will act as the primary point of contact for the CDC Subject Matter Expert Liaisons and ASPH Coordinator.

STANDARD OPERATING PROCEDURES

Communications

➢ Meetings/conference calls will be biweekly, every other Friday from 1:00 – 2:00 EST. The ASPH coordinator will be responsible for distributing conference call information and materials. The provisional conference call schedule is as follows:

   o April 1 (charter due March 31)
   o April 15
   o April 29
   o May 13
   o May 27
   o June 10
   o June 24
   o July 8
   o July 22 (July 30 draft toolkit is due)

   If necessary, exemplar group members may meet in person.

➢ The exemplar group leadership may meet more frequently via conference call based on project needs. ASPH will be responsible for supporting the calls.

➢ ASPH will support Intranet and workgroup functions to facilitate the sharing of written communication among group members. Group members will be responsible for posting materials to the exemplar group site.

Agenda and Meeting Objectives

Exemplar group meetings will be executed according to a pre-established agenda set by the exemplar group members, leadership and ASPH program coordinator.

Decision-making

The exemplar group will work toward developing a consensus on the workplan and the contents of the toolkit. Where consensus cannot be achieved the group will vote to resolve any differences of opinions. The ASPH program coordinator will facilitate voting.

KEY ACTIVITIES

- Develop and finalize an exemplar group charter, including a workplan timeline.
- Clarify the scope of the information and materials that will be included in the toolkit
- Identify the data elements to be collected on Train-the-Trainer programs
- Collect all necessary data on Train-the-Trainer programs under review for the toolkit

- Develop and finalize review criteria by which Train-the-Trainer programs and materials will be reviewed
- Compile and distribute information on Train-the-Trainer programs to reviewers, for review and analysis
- Determine which Train-the-Trainer program will be included in the toolkit
- Compile reviewer and exemplar group comments and review 1st draft of the toolkit
- Finalize the toolkit

Assessing Network Resources

The exemplar group will provide a brief description of existing network resources relevant to Train-the-Trainer programs. Exemplar group participants will provide information on their Train-the-Trainer programs (including program descriptions, training materials and evaluations), identify Train-the-Trainer programs involving other CPHP network partners, and commit to making this information and materials available to the broad CPHP audience for use through inclusion in the toolkit.

Timeline

The proposed timeline for completing the key activities and developing the proposed toolkit is as follows:

Exemplar Group Activity	Planned Due Date
Clarify the scope of the project and finalize Charter/Workplan	Friday, April 1
Identify data elements to be collected for the Train-the-Trainer programs that will be included in the toolkit	Friday, April 1
Identify current CPHP Train-the-Trainer programs among all centers	Friday, April 29
Finalize data elements to be collected for the Train-the-Trainer programs that will be included in the toolkit	Friday, April 29
Develop review criteria by which the Train-the-Trainer programs will be reviewed and identify reviewers	Friday, April 29
Summarize the data on Train-the-Trainer programs under review for the toolkit	Friday, May 13 (data collection: 4/15-5/13)
Finalize review criteria by which the Train-the-Trainer programs will be reviewed and identify reviewers	Friday, May 13
Distribute review criteria and information on all Train-the-Trainer programs to reviewers, for review and analysis	Friday, May 13
Discuss Train-the-Trainer programs under review	Friday, May 27, June 10 & 24

Compile reviewer and exemplar group comments for the first draft of the toolkit	Friday, July 8
Finalize first draft of the toolkit	Friday, July 30
Finalize toolkit	Tuesday, August 30